

Information Technology Resource Management Council (ITRMC)

Meeting Minutes

(Approved by Council August 29, 2001)

June 20, 2001

8:35 to 11:55 a.m., East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The June 20, 2001 meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

Pam Ahrens, Council Chairman, who welcomed members and guests present, called the meeting to order.

ATTENDANCE

Members/Designates Present:

Mrs. Pam Ahrens, Chairman
Mr. Eric Beck, Agency IS Representative
Senator Hal Bunderson, Idaho Senate
Mr. Ken Harward, Local Gov. Representative
Mr. Karl Kurtz, Agency Executive Officer
Mr. Roger Parks, Private Industry Representative
Mr. John Peay, Judicial Representative
Colonel Ed Strickfaden, Idaho State Police
Mr. J.D. Williams, State Controller
*Mr. Rich Mincer, Department of Education
*Ms. Nancy Szofran, State Board of Education
*Mr. Dick Transtrum, Transportation Department

*Designate

Absent Members:

Mr. Dwight Bower, Agency Executive Office
Dr. Gregory Fitch, State Board of Education
Representative Lee Gagner, Idaho House
Dr. Marilyn Howard, Department of Education
Ms. Mary Elizabeth Jones, Rural Rep.
Representative Bert Marley, Idaho House
Senator Clint Stennett, Idaho Senate

Others Present:

Mr. Brad Alvaro, Department of Correction
Mr. Nathan Bentley, ITRMC Staff
Ms. Carla Casper, Department of Administration
Ms. Norma Clark, State Controller's Office
Ms. Devery Danforth, EMC
Ms. Dena Duncan, Department of Administration
Mr. Rich Elwood, ITRMC Staff
Mr. Bill Farnsworth, ITRMC Staff
Mr. Don Fournier, ITRMC Staff
Ms. Emily Gales, ITRMC Staff
Mr. Kevin Iwersen, Dept of Administration
Mr. Laird Justin, State Controller's Office
Major General Jack Kane, Military, Division of
Mr. Michael Ken, Idaho State Police

Ms. Stephanie Kukay, Idaho State Library
Ms. Karen LaMotte, Idaho State Library
Mr. Mark Little, Division of Purchasing
Mr. Chuck Mollerup, Idaho CIS
Ms. Marla Marchant, State Controller's Office
Mr. R. Nelson, Covansys
Mr. Joe Roche, Department of Administration
Ms. Carol Silvers, Idaho State Library
Mr. Scott Somerhalder, IIC
Mr. Tyson Taylor, Boise State University
Mr. Steve Wilson, Idaho Tax Commission
Mr. Charlie Wright, Dept of Health & Welfare
Mr. Brandon Woolf, State Controller's Office

MOTION TO APPROVE APRIL 25, 2001 MINUTES

A motion was moved and seconded to approve the April 25, 2001 ITRMC Meeting Minutes, and the motion passed unanimously.

INTRODUCTION OF DON FOURNIER

Chairman Pam Ahrens asked **Rich Elwood**, State IT Coordinator, to introduce **Don Fournier**, the newest member of the ITRMC Staff, to the Council. Mr. Fournier explained his extensive background in IT and communications. Don's career began with the U.S. Army Intelligence & Security Command, supporting intelligence-gathering missions in various parts of the world. Don went on to work for GTE, Inc. – government and private support sectors. For the last six years, Don has worked for Performance Systems International (PSINet) in its global operations center in New York. There, he was involved in building out a national and global network, as well as setting up many management systems and tools to allow globalization of the network. In Don's last position with PSINet, he managed the efforts of the global operations center and interfacing with the other regional operations centers. This network spans twenty countries and about 800 facilities controlled by PSINet.

Chairman Ahrens advised the ITRMC Staff is now comprised of **“a full team of experts available to act in consulting capacity to other state agencies”**.

IDAHO CAREER INFORMATION SYSTEM

(Refer to slide presentation and handout [CIS for Windows/Internet/Macintosh](#))

Ms. Ahrens then introduced **Chuck Mollerup**, Idaho Career Information System (CIS), to give an overview of CIS. Idaho CIS is a state agency working for a Board of Directors represented by state agency directors and a staff person from the Governor's office who represents the Workforce Development Council. Helping the Board of Directors is the CIS Advisory Board, made up of nineteen people who actually use CIS in the field with students and clients. CIS is an information system used in elementary, junior and high schools and in Idaho Job Service offices, providing information that helps link education and occupations to the world of work. In order to make CIS useful to a broad-based population, data surveys and labor market information are converted into narrative descriptions. **CIS is unbiased**, which separates it from almost all other career development material found on the Internet. The system provides occupational descriptions, wages, skills, outlook, and preparation necessary for about 480 occupations, and every occupational description is linked to the educational program intended for preparation of the occupation. These educational program links are linked to local and/or national schools that offer degrees/certificates in that particular program. Also provided is information on: financial aid, how to avoid scholarship scams, 1250 scholarship sources, and military work life and occupations, as well as job searches, employer links to occupations (8000 of Idaho's largest employers), and the ability to compare college/university information. In each population center around Idaho, seven **counselor workshops** are performed, where about 500 counselors and administrators are in attendance. Also, this year, CIS performed 63 **on-site workshops**.

94% of Idaho school districts use CIS, as well as all Idaho Job Service offices, Vocational Rehabilitation offices, colleges and universities, and correctional facilities (seven adult and three

residential youth correctional facilities). **In total, CIS is used in 344 locations in Idaho, and over 120,000 people used the system this year.**

There are three primary delivery systems, CIS for: Windows (mainstay), Internet and Macintosh; and technical assistance is provided to all sites. Mr. Mollerup provided a history of all delivery systems used by CIS. Mollerup then demonstrated CIS for Windows, where there are hundreds of links to the Internet.

Discussion

Senator Hal Bunderson suggested a point of emphasis be put on upgrading employment.

Nancy Szofran, State Board of Education, noted there is a need to work out a way to pay for licensing of the system to allow for wider distribution over the World Wide Web. **Karl Kurtz**, Department of Health and Welfare, advised that in the contract between the Workforce Development Council and the Department of Labor, it is stated that CIS be available in all offices with a Workforce Development terminal, about 30 offices.

Eric Beck, Department of Labor, added that Idaho CIS and Labor are working towards the same goals of helping people find jobs and upgrade employment, and that their relationship to one another is long term. Also, enhancing awareness of CIS is the hardest task, Beck said.

There are 24 Job Service offices throughout the state, and CIS is available at every location. Furthermore, staff is available to work with each person who walks in the door. With multiple agencies working together, Idaho CIS has managed to fashion a system that is **beneficial to both adults and students alike**, Mollerup said.

GIS (Geographic Information Systems)

GIS at the University Level

(Refer to slide presentation:)

Nathan Bentley, State GIS Coordinator, introduced **Tyson Taylor**, GIS Manager for the GeoSpatial Research Facility (GRF), BSU. Mr. Taylor gave an overview of GRF. GRF, established in the fall of 1997, provides **GIS training, research and development for higher education, and training for local and state agencies throughout southern Idaho**. There are two labs, currently located in the Mathematics/Geosciences Building. ESRI (Environmental Systems Research Institute), the leader in GIS software, makes GRFs training software; and GRF is an authorized ESRI teaching lab/learning center. Taylor then spoke of GRFs teaching programs, state- and federal-level research projects, and future goals and objectives. Currently, three classes are being taught with respect to GIS at BSU; and an additional nine courses are being proposed. GRF is working with the University of Idaho (U of I) and Idaho State University (ISU) regarding GIS; and hopefully, BSU will soon offer a GIS minor (within 1 ½ yrs) and gradual-level courses.

For the past four years, GRF has been actively involved in research projects with state and local government and at the national level: Boise National Forest, Idaho State Tax Commission and NIFC (National Interagency Fire Center). Additionally, GRF has been involved in projects with Boise Cascade Corporation, Dames and Moore, Idaho Department of Fish and Game, Idaho

Department of Lands, and Idaho Department of Water Resources, among others. GRFs goal in such projects is to provide students with real world experience. In fact, six of GRFs geology students now work for Dames and Moore. GRFs project with Boise National Forest was a fairly intensive one, studying the evolution of forest management over the last 25 years, whereas a decline in management practices by Boise National Forest was found, mainly due to the decline in the timber industry. With the project with NIFC, GRF developed an interface through its GIS software to download real-time lightning strike data via satellite. This information helps to determine where potential fires might be. For the past two years, GRF has been working on one of its biggest projects thus far with the Idaho State Tax Commission. This past year, the Commission was able to perform all of its mapping digitally for the first time; and the manual mapping process was streamlined (what used to take 2 ½ hours now takes 1-3 minutes).

Discussion

Roger Parks, J.R. Simplot Company, advised Taylor of opportunities to collaborate with Simplot Co. Specifically, using GIS technologies to manage and understand the different acres of which it may have a product or crop growing, etc.

Redistricting Demo

(Refer to slide presentation: The Idaho Redistricting Project)

Nathan Bentley then invited **Karen LaMotte**, State Documents Assistant, Idaho State Library, to demonstrate the **Idaho Redistricting Project**. The Redistricting Project Team has provided the public with ten GIS workstations throughout the state. In order to facilitate use of the workstations/software, the State Library has created a tutorial. In doing so, the Library tried to relate the 2000 Census with the redistricting process to the public. This process is unique in that citizens are being directly involved. Ms. LaMotte continued with the demonstration of three of the five sections of the tutorial: introduction, goal, and creating a legislative redistricting plan. The basis of the software is ESRIs ArcView GIS. The software also includes two other components: autoBound Intelligent Redistricting Software (an extension of ArcView GIS, developed by Digital Engineering Corporation) and Idaho redistricting software (a custom-written plan manager). It is interesting to note that depending on which scale size the user is working in, layers of a map can be added and/or manipulated i.e. roads, watershed features, etc. Also, plans may be saved to/stored on a ZIP disk for continued modification.

Once complete, plans may be submitted in several ways: mail or hand deliver – printed copy (tabular report, map of plan, booklet), compact disk, ZIP disk – or e-mail as attachment.

When evaluating plans submitted by citizens, the Redistricting Commission will be looking for the adherence to the following conditions (among others) of the Idaho Code, Title 72, Chapter 15: there must be 30-35 legislative districts within the state; and each legislative district must be within 5% of the targeted population, based on the 2000 census (to ensure equal representation).

The Redistricting Commission is using the same software as that available to the public at workstations throughout the state.

COMMITTEES / WORK GROUPS UPDATE

Public Safety, Emergency Communications Committee

Public Safety Wireless Network

Chairman Ahrens welcomed **Major General Jack Kane**, Division of the Military, to provide an update on Committee activities. MG Kane noted that Committee members from across the state participate in Committee meetings on a fairly regular basis, allowing for good input from end users (emergency managers at the local level) of its product. Working with the U.S. Treasury Department and the U.S. Department of Justice, the Department of Administration and the Public Safety, Emergency Communications Committee hosted the **Public Safety Wireless Network (PSWN) Symposium** earlier this year. About 230 people from Idaho, Montana, Utah, Oregon and Washington were in attendance. Areas of discussion were topics related to emergency communications systems, emerging trends, and the direction of emergency communications systems on a national level. This Symposium has also been held by a number of other states across the country. Through PSWN, all levels of government are working together to find solutions to our changing communications requirements, Kane said. Otherwise, state and local governments would be in competition for **limited public safety, emergency communications resources**. If installed, these uncoordinated communications systems throughout state and federal government would most likely interfere with one another and fail, said Kane. By working together in a coordinated effort, we can ensure that limited public safety communications resources are effectively used by all end users: federal, state, and local. PSWN provided the information that determined which systems are best for Idaho.

Public Safety 700 MHz Band

By December 31, 2001, the State of Idaho must decide whether to apply for a block of frequencies in the 700 MHz range, and whether to be the frequency coordinator or give that responsibility to the Regional Planning Committee [established by the FCC (Federal Communications Commission)]. If assigned 700 MHz of frequency, the state would be obligated to use those frequencies within a specific timeframe. Additionally, the state would be required to provide substantial service to at least one-third of the state's population by the year 2012, using the 700 MHz frequency ranges. The Governor, or his designee, must complete an application for these frequencies. If the state assumes responsibility as frequency coordinator, as suggested by General Kane, it would then become a user agency and be in competition with local and federal agencies for the use of the **700 MHz Band**. Currently, there are limited assignments in the 800 MHz Band. The addition of the 700 MHz Band would provide frequencies lost by public safety agencies when the 150 and 450 MHz Bands were replaced. Therefore, to adopt the 700 MHz Band would be very advantageous to the State of Idaho, especially in the public safety arena, Kane said.

Today, the state does not have enough frequencies to meet all of its emergency management requirements in terms of communication. Said Kane, the State of Idaho needs to be in a position to take advantage of and manage the 700 MHz Band, allowing us to manage our own destiny. This would mean educating people around the state about what the 700 MHz Band means to us, how we will implement it, and, more importantly, how to ensure one-third of Idaho's population is provided use of the 700 MHz range by 2012. The Committee will be working with Pam Ahrens, CIO (Chief Information Officer) of Idaho, in achieving these goals, and to make certain the right decisions are made at the right time. Kane advised there would be a briefing put in place to educate legislative

committees that need to know about the 700 MHz Band. Also noted was that, although unknown, the expected investment to convert from the current 150 MHz to the 700 MHz Band is significant.

e-911 Systems

A second issue for the Public Safety, Emergency Communications Committee is **e-911**. An e-911 system provides the location, telephone number and identity of a caller. Idaho's local public safety agencies using the "911" system are experiencing a great deal of difficulty converting to e-911. For instance, Kootenai County is currently in negotiations with Spokane, WA, to use routers used by Spokane for its "911" system. This would allow Kootenai County to have an e-911 system.

According to the Committee, e-911 is essential in a state such as Idaho due to its diverse geography and separated community boundaries, especially in times of disaster. Some form of legislation is key in such an endeavor. Also, local governments have requested the state provide guidelines mandating compliance with regulations of the FCC and NENA (National Emergency Number Association). There is a fairly long history associated with this issue. In fact, in a committee hearing during a legislative session, common ground could not be found with regard to implementation of an e-911 system and the collection of user fees from cellular phone customers. At that time, the issue received broad-based support from Idaho's local- and state-level government. Unfortunately, some wireless carriers were unwilling to support e-911 infrastructure. However, it has been found that the Idaho Code allows a county to unilaterally access and collect a fee from cell phone users. Though, there are no guidelines to manage such a program. Furthermore, until wireless standards are coordinated at the state level (legislation), it is unlikely an e-911 system could be developed. Several states around the country have in fact implemented state-owned and operated e-911 systems, with various revenue schemes.

The **911 Systems Subcommittee**, chaired by Ada County Sheriff Vaughn Killeen, has been formed to develop a strategy to assist the state in addressing the e-911 issue. Importantly, there is local government and legislative representation on this subcommittee.

Trunked Radio System

Due to unavailable frequencies, first responders are sometimes unable to coordinate response and recovery activities in the State of Idaho. New technology requirements will soon mandate that all agencies switch to narrow-band radios so that the frequencies may be used by an increased number of users nationwide, Kane said. Trunking allows multiple agencies to use the same frequencies at the same time. A **trunked radio system** would allow all state agencies and participating local agencies to communicate with one another during disasters. During non-emergencies, agencies would be able to communicate independently within the respective agency without frequency overlap.

The **Trunked Radio System Subcommittee**, chaired by Major Dave Rich, Idaho State Police, has been established to respond to this issue. Major General Kane mentioned there is legislative representation on the subcommittee. Kane also noted a statewide trunked radio system will be an expensive proposition for state agencies, local police, emergency responders, etc.

After some discussion, it was cited that a trunked radio system works within the 700 MHz Band.

SATAD (Secure Access to Applications and Data) Work Group

(Refer to handout: SATAD Workgroup June 20, 2001 Progress Report)

Chairman Ahrens invited **J.D. Williams**, State Controller, to speak to the group. Since the April 25th ITRMC meeting, the SATAD Work Group has held six half-day meetings, with outside participants from the Attorney General's office, the Legislative Auditor's office and Idaho Information Consortium (IIC) (Access Idaho). Mr. Williams advised the Work Group plans to have the issue resolved within 100 days, and believes it can be done with a coalition of stakeholders involved. Williams then gave an overview of the group's deadlines (refer to handout: SATAD Work Group Recommendations to ITRMC...). At the first SATAD meeting (April 26th), objectives were set. At the second meeting (May 14th), project background was provided by **Dena Duncan**, Department of Administration, who, for about one year, has performed a great deal of work on the project and is an invaluable resource to SATAD. A survey to determine FY2002 needs of state agencies has been conducted. It was found that much of the project's success will be determined by federal regulations/requirements (HIPAA compliance) and involves the Department of Health and Welfare, the State Insurance Fund, the Department of Administration, the State Tax Commission, the Department of Labor, the State Controller's office (SCO), and PERSI (Public Employee Retirement System of Idaho). During the third meeting of SATAD (May 22nd), Steve Kolodney and Paul Taylor, Department of Technology, State of Washington, gave a presentation of the *Transact Washington* model of secured, single sign-on digital signatures – an outsourcing model. Entrust and Digital Signature Trust [suppliers of PKI (Public Key Infrastructure)] also offered presentations on available services from their organizations. Kolodney indicated he was interested in partnering with the State of Idaho – and Oregon – on this issue. David Temoshok, Federal General Services Administration (GSA) and the Access Certificates for Electronic Services (ACES) program, presented at the next meeting (June 4th). Temoshok also met with the Tax Commission, Health and Welfare, and higher education to provide information on the direction of federal government with respect to the issue. A **subcommittee dealing with infrastructure and technology**, chaired by Charles Wright, Health and Welfare, was established to determine major issues that need to be resolved. At the June 13th meeting, Verisign (PKI supplier) presented the technical aspects of its authentication services to the group. Mr. Wright also gave a report on the Work Group Subcommittee. This report cited a number of issues (please see SATAD Work Group Subcommittee Report). On June 18th, SATAD had a teleconference call with Mary Reynolds, CTO (Chief Technology Officer), and Brent Crossland, CIO, State of Illinois. The State of Illinois has become a certifying authority for the issuance of digital signatures. Mr. Williams then reviewed SATAD's recommendations to the ITRMC (refer to handout: SATAD Work Group Recommendations to ITRMC...). As a first step, SCO will begin to issue on-line payroll stubs in October 2001. Williams advised he would like to get the Council's approval on the preparation of policies. Don Fournier, ITRMC Staff, has been given the task of preparing such statewide draft policies by the August 6, 2001 SATAD meeting. Then, it is hoped SATAD will be prepared to submit/present some very solid policy recommendations, and RFP and legal compliance strategies to the ITRMC at its August 29th meeting. Williams advised it might be time to approach Idaho cities and counties regarding involvement in the project, and that he would be meeting with Orofino County clerks on June 21st.

SATAD recommends the state use **passwords** for things such as payroll stubs, employee benefits, driver's licenses, renewal of vehicle registrations, registrations for hunting and fishing licenses, etc. (26 other states are now using passwords). There were three models to consider: outsource, build, or mixed. Due to financial and time constraints, SATAD's recommendation is to proceed with the **outsource model**.

MOTION TO ACCEPT SATADs REPORT and RECOMMEND SATAD PROCEED WITH OUTSOURCE MODEL FOR DIGITAL SIGNATURES

Karl Kurtz moved and Senator Hal Bunderson seconded a motion to accept the report given by SATAD Work Group Chairman J.D. Williams and to recommend SATAD proceed with the outsource model for digital signatures, and the motion passed unanimously.

Metatag Work Group

Chairman Ahrens directed **John Peay**, Judicial Branch, Idaho Supreme Court, to provide an update on recent Metatag Work Group meetings and progress. Mr. Peay described the use of **metatags** as a way of identifying key information in a standardized format to locate, and make readily accessible to the public, electronically stored information. The Metatag Work Group represents a broad spectrum of organizations and agencies within state government (IIC, Health and Welfare, Transportation Department, Arts Commission); Idaho local government representatives are also involved. On May 17, 2001, an organizational meeting was held to identify the scope of the project; and there was group consensus of the value of and need for a minimum set of metatags, a very large and important first step, Peay said. During the first meeting, it was decided that the project be broken into two stages: the **development of a minimum set of core metatags**, and the **consideration of a more extensive set of tags** for the long-term storage and archiving of this information. Dublin Core metadata, an international group of tag formats established by OCLC (Online Computer Library Center, Inc.) as part of the DCMI (Dublin Core Metadata Initiative), has been given to Work Group members for review. Recommendations for a minimum set of metatags for required use by those agencies in state government with Web sites has been requested, and will most likely be presented to the ITRMC at its August 2001 meeting. Expected completion/resolution of the first stage is December 1, 2001. Work Group meetings are scheduled through December 2001, and will be held as needed.

IGC (Idaho Geospatial Committee)

Chairman Ahrens requested Nathan Bentley report on IGC activities. On April 30, 2001, Governor Dirk Kempthorne signed Executive Order, establishing the IGC. Since that time, Mr. Bentley has worked toward populating of the Committee. Bentley first held a meeting at which three state agency membership nominations were forwarded: Liza Fox [Idaho Transportation Department (ITD)], Jonathan Perry (Bureau of Disaster Services), and Tony Morse (Department of Water Resources). Other member nominations include: Carol Silvers, Nathan Bentley, Tracy Fuller (State Federal Framework Coordinator), Joe Calderwood (US Department of Agriculture), Bill Yeager (US Department of Interior), Piotr Jankowski (University of Idaho), Frank Roberts (Coeur d'Alene Tribe), Diane Holleran (Power Engineers), Frank Mynar (Idaho Power), Craig Rindlisbacher (Madison County), Dennis Hill (City of Pocatello), Mike McDowell (Kootenai County), and Senator Hal Bunderson. Chairman Ahrens advised she had appointed Liza Fox as Chair of the IGC.

MOTION TO ACCEPT RECOMMENDATIONS FOR IGC MEMBERSHIP

Ken Harward moved and Senator Hal Bunderson seconded a motion to approve recommendations made for membership of the Idaho Geospatial Committee, and the motion passed unanimously.

2001 DIGITAL GOVERNMENT BOOT CAMP FOR IDAHO POLICY MAKERS

Chairman Ahrens asked Rich Elwood to speak about the second annual 'Boot Camp'. Ahrens mentioned the 2000 Idaho eGovernment Boot Camp has been recognized on a national basis as a **best practice**. Mr. Elwood thanked Ahrens' participation in the development of the agenda for the 2001 Digital Government Boot Camp. Elwood feels the curriculum advances the concept of digital government, doing it in such a way that the intended audience (policy makers) will have a better understanding and desire to move forward with it. He then announced that **Dr. Jerry Mechling**, Strategic Computing and Telecommunications in Public Sector, Harvard University John F. Kennedy School of Government, would participate as keynote speaker. Other confirmed guest speakers include: **Edward Fraga**, Vice President, Public Sector Consulting, Gartner Consulting Services, who will speak on "IT Funding Challenges, ROI & IT Benefits", and **David Temoshok**, responsible for setting the e-government policy for the federal government and is manager of the six-member policy group within the GSA, who will speak on "Network Security and Protection of Government Information". Also, the ITRMC Staff was in negotiations with Gina Smith, co-founder of New Internet Computer Company (along with Larry Ellison, CEO, Oracle).

Mr. Elwood then directed the Council's attention to a handout, [draft] ***ITRMC Information Technology Achievement Awards***. The ITRMC Staff has found that there are a number of state governments across the country that have recognized outstanding achievement in the IT area. Since the governance model of Idaho is via ITRMC, it is important to recognize the efforts, mission and goals of the Council, such as streamlining and making government more efficient. This could be accomplished by developing an award program recognizing particular advancement or improvement in various areas of information technology throughout Idaho state entities. The eight categories of the draft awards program are: Accessibility, recognizing achievement in developing access to government services for people with disabilities; Communications Infrastructure, recognizing the capability to enable education and government to operate more efficiently, to be innovative, and approaches taken to provide services to citizens; Digital Government, recognizing some innovative use of the Access Idaho portal to provide services to citizens; Information Architecture, recognizing integration and interoperability between agencies in developing and collaborating together on projects that improve government; Innovative Use of Technology, recognizing use of some current, leading-edge technology or development of processes/programs that improve citizen access; IT Professional Retention and Recruitment, recognizing innovative programs implemented; Public/Private Partnership, recognizing efforts to work with private partners in the development of programs/technologies that can be shared to improve services to citizens; and Service Applications, an outstanding category recognizing something done for the service to the citizen.

On behalf of the ITRMC Staff, Elwood proposed the Council adopt the draft program, enabling the Staff to move forward with the development of a call for nominations, etc. This program would be included as part of the 'Boot Camp' luncheon. Mr. Elwood also proposed the Achievement Awards

become a permanent part of the annual ‘Boot Camp’, as it would be an excellent program to highlight the work sponsored and fostered by the ITRMC.

MOTION TO APPROVE AND ALLOW THE ITRMC STAFF TO MOVE FORWARD WITH THE ITRMC IT ACHIEVEMENT AWARDS PROGRAM

John Peay moved and Ken Harward seconded a motion to approve the ITRMC IT Achievement Awards program, allowing the ITRMC Staff to move forward with accepting nominations, and the motion passed unanimously.

Mr. Elwood mentioned the ITRMC Staff was in the process of gathering participants for the *Best Practices Booths*, and has dedicated more time on the ‘Boot Camp’ agenda for attendees to visit such booths.

Chairman Ahrens advised there was discussion of partnering with INEEL (Idaho National Engineering and Environmental Laboratory) on a conference it is holding. Ms. Ahrens added she had written a letter to the Co-Chairs of the legislative eCommerce Interim Committee, inviting members to participate, as a joint effort and as part of the Committee’s educational offering, and to schedule one of its meetings on October 25th so that members may attend the ‘Boot Camp’.

BRIEF UPDATES

IDANET

Chairman Ahrens asked **Joe Roche**, DITCS (Division of Information Technology and Communications Services), to provide an update on the IDANET initiative. Mr. Roche explained the two most significant events that had occurred since his last report to ITRMC on April 25th. A presentation was made to the Governor and his staff on June 11th about the concept of IDANET, what it represented (from technology and application standpoints), and the bidding strategy being deployed. The Governor was very complimentary to the group that made the presentation [Nancy Szofran, Steve Steiner, Liza Fox, Roger Cassens (ITD), Mark Little (Division of Purchasing)], and was actively engaged in the dialogue for about 45 minutes. Governor Kempthorne concluded the meeting by advising the group to, “launch”. On June 15th, a bid for Region 1 (Coeur d’Alene area and surrounding counties of the northern panhandle) was issued. That bid is requesting high-speed, digital telecommunications services, and bid responses are due on August 10th. Tentatively, providers have been asked to make these services available in the October timeframe. Other bids are also being developed, as a number of bids are part of the bidding strategy. It has been suggested that certain regions be bid concurrently, so that the IDANET/Broadband User Work Group can work toward deploying high-speed telecommunications services, particularly where there is a high rate of unemployment or are economic goals to be met.

Purchasing Contracts

Chairman Ahrens turned the group’s attention to **Mark Little**, who gave an update on statewide Purchasing contracts. Mr. Little advised changes include the IDANET Region 1 bid, and a backbone bid being developed to get infrastructure implemented for the IDANET initiative.

Access Idaho

Chairman Ahrens then directed **Scott Somerhalder**, IIC, to discuss recent Access Idaho activities. Access Idaho recently hired a new person to work on its Creative Content team, due to demand for enhancement/development of Web sites. Access Idaho has also been working with Pat Wynn, Department of Administration, to submit nominations for the NASCIO (National Association State Chief Information Officers) of IT Awards. In the next three weeks, Access Idaho will be launching four new applications, and currently has three applications undergoing beta tests – searchable databases, electrical license renewals and revivals, unemployment insurance registration or payment (Access Idaho's first application that enables the use of electronic checks), and Disability & Determinations site.

Emerging Developments

Chairman Ahrens again asked Rich Elwood to speak to the group. The ITRMC Staff has looked at **privacy statements** that other states are using on Web pages in an effort to establish a standard privacy statement to be used on Idaho's state Web pages. This statement will be consistent and will cover the elements that are of apparent interest to those who would access the sites. Also, the statement would be developed as a policy standard that complies with existing law or that which requires changes to law. This issue will be part of the State IT Plan revision process.

State IT Plan

Mr. Elwood described progress made on the ITRMC Staff's preliminary revision process for the State IT Plan (also discussed at April 25th ITRMC meeting). The first phase of the process, an assessment of the existing IT Plan, policies and phases, has been completed. Elements to be carried forward into a new plan have been identified, as well as other ideas to be brought to the Council's attention. The ITRMC Staff envisions the State IT Plan to be a fairly simple (four-five pages), high-level, very strategic and visionary document, outlining in strategic terms the direction the state needs to move, and technologies it needs to embrace to make things happen. The Staff also envisions that the plan level of the strategic plan would not need to be changed very often (only as a particular technological innovation came about, or changes in the type of services we offer or legislation), Elwood said.

The Staff recommends the Council remove policies from the Plan document and place them into an appendix, including all documents that meet the definition of a policy. The reason for this recommendation is that policies will be reviewed – and may be subject to change – more often. If the Plan were organized in this fashion, it would not need to be reproduced to change a policy. The Staff also recommends inclusion of other policies, regardless of origin. For example, the executive order dealing with e-mail and Internet policies issued by Governor Batt is a clear technology policy. Even though it has not been approved as part of this Council's operation, it is an important policy in effect statewide.

Mr. Elwood then mentioned **ITRMC Policy 1997-01**, which sets the framework for information technology in the state. The Staff would like to more clearly define some policies as **standards** by modifying Policy 1997-01 to support how we deal with standards at the infrastructure level across the state, in hopes of improving the way we do things and save money in the process, said Elwood. The Staff would also like to identify timelines, such as two years, for agency compliance to such standards.

The Staff is in the process of surveying agencies across the state, and is looking at what other states are defining as standards to ensure compatibility and collaboration across the states, in addition to the agencies within the state. Elwood also noted that some standards that involve technology would perhaps need to be reviewed on a six-month basis, while others would only need to be reviewed every one or two years. The finished plan must be very strategic in nature and vision-oriented, with policy and standards to support that vision. It is expected that the ITRMC Staff will provide the Council with a draft IT Plan at its August 2001 meeting. Based on Council response, formal publishing of the draft would be considered as part of the October 'Boot Camp'.

NEW BUSINESS / ADJOURNMENT

Chairman Ahrens advised of upcoming Council meeting dates – August 29th, October 25th (Digital Government Boot Camp), and December 12th. ITRMC committees and work groups would be meeting more often and checking in to ensure Council intent is being met.

Rich Mincer, Department of Education, mentioned the Northwest Educational Technology Consortium has received a federal grant to produce a video regarding how to properly integrate technology into the classroom, especially in math and science. Mincer has nominated the Twin Falls school district to be featured in the video, which has been produced. Intel Corp. has asked to distribute the video worldwide as an example of how to integrate technology into the middle school classroom for math and science. Also, at the National Educational Computing Conference 2001 to be held in Chicago, IL (June 25-27), Intel Corp. will have a booth set up so that every school district in the nation may receive a copy of the video.

Nancy Szofran suggested the video be included at the 'Boot Camp' as a '*Best Practices*' booth.

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 11:55 a.m. The next ITRMC meeting is scheduled for Wednesday, August 29, 2001 from 8:30 - 11:30 a.m. in the East Conference Room, Joe R. Williams Building.

Respectfully submitted,

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